



HOW TO USE THE ENCOUNTER FORMS FOR HEALTH PROFESSIONALS

The *Bright Futures Encounter Forms* provide a detailed outline of the content of care for the recommended 29 health supervision visits (prenatal–21 years old). The information focuses not only on the physical aspects of health but also on the social, cognitive, and emotional development and the well-being of children and adolescents in the context of the family and community.

Bright Futures Encounter Forms can be used

- By pediatricians, nurses, other physicians, assistants, and others who provide primary care to children and their families.
- To provide families and professionals with a shared framework for health promotion and health supervision that fosters partnership.
- To engage families in discussion, share information, address their questions and concerns, and reinforce strengths.
- To assess a child's developmental abilities over time.
- To document information regarding the physical exam, interval history, screenings, and immunizations.
- To provide and track developmentally appropriate anticipatory guidance.
- To talk about community resources, services, and programs.

QUESTIONS FOR PARENT

- Developmentally appropriate.
- Issues and achievements.
- Bulleted points for parent. ●

These trigger questions correspond to "Things You May Want to Discuss During This Visit" on the family forms.

QUESTIONS FOR CHILD

- Directed to children 5 years and older.
- Star symbols for the child or adolescent. ★

These trigger questions correspond to "Things You and Your Child May Want to Discuss During This Visit" on the family forms.

DEVELOPMENTAL OBSERVATION

- Developmental surveillance and school performance questions.
- Milestones.
- Assess abilities over time.

Progress should be shared with the family.

The form is titled "Bright Futures" and includes sections for "QUESTIONS FOR PARENT", "QUESTIONS FOR CHILD", "DEVELOPMENTAL OBSERVATION", "FAMILY'S QUESTIONS", "INTERVAL HISTORY", and "PHYSICAL EXAM". It features a header with a sun icon and a "Bright Futures" logo. The form is designed to be filled out by a health professional during a patient visit.

Demographic information and vital signs.

Patient ID or medical record #.

Space has been left for practice setting information.

INTERVAL HISTORY

- Record health history.

Note changes in the family such as illness, death, divorce, etc.

PHYSICAL EXAM

- Age-appropriate items.
- Space to note abnormalities.

A good time to reassure the family, child, or adolescent and discuss other questions or concerns.

FAMILY'S QUESTIONS

- Prompt family to raise questions or concerns for discussion.

Issues raised will help to identify timely and relevant anticipatory guidance.

HOW TO USE THE ENCOUNTER FORMS FOR HEALTH PROFESSIONALS

Stethoscope graphic indicates that the encounter form is for use by the health professional.

SCREENING

- Identify areas for further assessment and intervention.

Children and adolescents at special risk may need additional or more frequent procedures.

ANTICIPATORY GUIDANCE

- Health promotion categories.
- Important topics highlighted with a sun symbol.
- Target to the family's strengths and concerns.
- Keep a record and follow up.

The highlighted topics are the same as the "Things to Keep in Mind Between Now and the Next Visit" on the family forms.

IMMUNIZATIONS

- Make sure child's immunizations are up to date.
- Note vaccines administered.
- Discuss side effects.

The immunization schedule given is per the American Academy of Pediatrics' 1998 recommendations. Update as necessary.

SUMMARY

- Summarize findings.
- Arrange continuing care.

Specific strengths and developmental achievements should be identified and the family and child commended.

REFERRAL

- Add telephone numbers to be given to the family.
- Share information on community resources, services, and programs.
- Expand and adapt this list.

Refer families to services that are family centered, culturally competent, and community based.



HOW TO USE THE ENCOUNTER FORMS FOR FAMILIES

The *Bright Futures* family and professional encounter forms are meant to be used together. A family form should be handed to the family when they come in for a health supervision visit, and they should be encouraged to review it before the visit begins.

Bright Futures for Families Encounter Forms can be used

- By parents, children, adolescents, other family members, and caregivers.
- To provide families and professionals with a shared framework for health promotion and health supervision that fosters partnership.
- To engage health professionals in discussion, share information, ask questions, and raise issues and concerns.
- To be prepared for and informed about what will happen in today's visit and the next health supervision visit.
- To bring home specific age-appropriate health promotion messages and tasks to accomplish.
- To become more active participants in the health supervision process.

Share information about the child's weight and height for the parent's records.

Space has been left for practice setting information.

AT TODAY'S VISIT

- What to expect of the physical exam, screenings, and immunizations.

4 Year Visit Date _____

Name _____

Age _____ Weight _____ Height _____ **Bright Futures**

AT TODAY'S VISIT

- ★ You and your doctor will have an opportunity to talk about your child's growth and development.
- ★ Your doctor will ask for an update on your child's health.
- ★ Your child will have a physical examination.
- ★ Your child's vision, hearing, and blood pressure will be checked.
- ★ You will be asked about your child's possible exposure to lead and your family's history of heart disease.
- ★ Your child may have a test for tuberculosis.
- ★ Your child may receive one or more immunizations. DTaP, polio, Hib, ask your doctor about them.
- ★ You and your child will have an opportunity to ask questions.

THINGS YOU AND YOUR CHILD MAY WANT TO DISCUSS DURING THIS VISIT

- ★ What you think about going to school.
- ★ What you like to do for fun.
- ★ Preparing your child for school and meeting the teachers.
- ★ Arrangements for before-school and after-school care.
- ★ Changes in your family since your last visit.
- ★ Some things your child can do now that he couldn't do at the last visit.
- ★ Any other topics you may want to discuss.

NOTES:

Working Together to Keep Your Child Healthy and Happy

THINGS YOU MAY WANT TO DISCUSS DURING THIS VISIT

- Developmentally appropriate.
- Star symbols for the child. ★
- Bulleted points for the parent. ●
- Space to note other topics.

These points correspond to the "Questions for Parent" and "Questions for Child" on the professional forms.

HOW TO USE THE ENCOUNTER FORMS FOR FAMILIES

Family graphic indicates that the form is for use by the parent/caregiver and child.

THINGS TO KEEP IN MIND BETWEEN NOW AND THE NEXT VISIT

- Information about the child's current and next developmental phase.
- Tasks to accomplish.

These points correspond to the highlighted "Anticipatory Guidance" topics on the professional forms.

THINGS TO KEEP IN MIND BETWEEN NOW AND THE NEXT VISIT

- Talk with your child about how to be safe (wear seatbelts, on the playground, crossing streets, in the school bus or car).
- Limit TV.
- Provide healthy food choices for meals and snacks.
- Talk with your dentist about dental visits for your child.
- Teach your child family rules, respect for authority and right from wrong.
- Play with your child and show him affection.
- Expect your child to start being curious about sex, and answer his questions using correct terms.
- Participate as a family in school or community activities.
- Prepare your child for school, use the school together, and meet the teachers.

HOW TO PREPARE FOR THE NEXT VISIT

- Share what you've learned at today's visit with other family members and caregivers.
- Keep track of illnesses and injuries, including visits to other health facilities and the emergency room.
- Note changes in your child's eating, sleeping, and social behaviors.
- Fill out and bring in school health forms for the doctor to complete.
- Prepare your child to discuss issues, concerns, and achievements with the doctor. Help your child learn about the health visit process.
- Share ideas with the doctor about community resources that you have found useful.
- Keep a list of topics you would like to discuss at your next visit.

WHAT TO EXPECT AT THE NEXT VISIT

- Your child will have a physical examination.
- Your child's vision, hearing, and blood pressure will be checked.
- You will be asked about your child's exposure to lead and your family's history of heart disease.
- Your child may have a test for tuberculosis.
- Your child may receive one or more immunizations.

HOW TO PREPARE FOR THE NEXT VISIT

- Information, concerns, and observations to share.
- Things to keep track of.
- Questions to prepare.
- Forms to complete.

Helping the family to be prepared for a visit promotes partnership.

WHAT TO EXPECT AT THE NEXT VISIT

- Components of the physical exam, screenings, and immunizations.

Bright Futures Children's Health Charter

Throughout this century, principles developed by advocates for children have been the foundation for initiatives to improve children's lives. Bright Futures participants have adopted these principles in order to guide their work and meet the unique needs of children and families into the 21st century.

Every child deserves to be born well, to be physically fit, and to achieve self-responsibility for good health habits.

•

Every child and adolescent deserves ready access to coordinated and comprehensive preventive, health-promoting, therapeutic, and rehabilitative medical, mental health, and dental care. Such care is best provided through a continuing relationship with a primary health professional or team, and ready access to secondary and tertiary levels of care.

•

Every child and adolescent deserves a nurturing family and supportive relationships with other significant persons who provide security, positive role models, warmth, love, and unconditional acceptance. A child's health begins with the health of his parents.

•

Every child and adolescent deserves to grow and develop in a physically and psychologically safe home and school environment free of undue risk of injury, abuse, violence, or exposure to environmental toxins.

•

Every child and adolescent deserves satisfactory housing, good nutrition, a quality education, an adequate family income, a supportive social network, and access to community resources.

•

Every child deserves quality child care when her parents are working outside the home.

•

Every child and adolescent deserves the opportunity to develop ways to cope with stressful life experiences.

•

Every child and adolescent deserves the opportunity to be prepared for parenthood.

•

Every child and adolescent deserves the opportunity to develop positive values and become a responsible citizen in his community.

•

Every child and adolescent deserves to experience joy, have high self-esteem, have friends, acquire a sense of efficacy, and believe that she can succeed in life. She should help the next generation develop the motivation and habits necessary for similar achievement.



Bright Futures

The *Bright Futures Encounter Forms* are on the Web and available in Spanish! Visit the Bright Futures Web site at www.brightfutures.org.

Download, photocopy, and use these forms every time you visit with a child and family. Feel free to make modifications and additions to the forms to reflect your style, practice standards, and setting.





THE BRIGHT FUTURES PROJECT

The mission of Bright Futures is to promote and improve the health, education, and well-being of children, adolescents, families, and communities.

Bright Futures is a national child health promotion and disease prevention initiative launched in 1990 with the support of the Maternal and Child Health Bureau, Health Resources and Services Administration, and the Medicaid Bureau, Health Care Financing Administration. Bright Futures is dedicated to developing educational materials for health and education professionals and families and to implementing the Bright Futures content, philosophy, and materials through technical assistance, training, and outreach.

BRIGHT FUTURES MATERIALS

The content of the *Bright Futures Encounter Forms* is based on *Bright Futures: Guidelines for Health Supervision of Infants, Children, and Adolescents*. Other Bright Futures materials include:

Available

- Bright Futures Pocket Guide
- Bright Futures Anticipatory Guidance Cards
- Bright Futures Activity Book
- Bright Futures in Practice: Oral Health
- Bright Futures Oral Health Quick Reference Cards
- Bright Notes Newsletter
- Bright Futures Information Packet

Forthcoming

- Bright Futures in Practice: Nutrition
- Bright Futures in Practice: Mental Health
- Bright Futures in Practice: Physical Activity
- Bright Futures for Families Materials

For more information about the Bright Futures project and publications contact:

Bright Futures Project
National Center for Education in Maternal and Child Health
2000 15th Street, North, Suite 701, Arlington, VA 22201-2617
phone (703) 524-7802, fax (703) 524-9335
e-mail: brightfutures@ncemch.org
Web site: www.brightfutures.org

These encounter forms have been published by the National Center for Education in Maternal and Child Health, Arlington, VA, 1998, under its cooperative agreement (MCU-119301) with the Maternal and Child Health Bureau, Health Resources and Services Administration, Public Health Service, U.S. Department of Health and Human Services. The line drawings by Michael David Brown are from *Bright Futures: Guidelines for Health Supervision of Infants, Children, and Adolescents*. The encounter forms are made possible through an educational grant from Pfizer Pediatric Health.